

## ENGINEERING DEPARTMENT REGULATIONS

### 1. EQUIPMENT

All equipment not generally used for a regularly scheduled program must be requisitioned from the Chief Engineer at least 48 hours in advance. Specific cases may arise when less time will be approved of, but these are for special cases only. All regularly scheduled programs must be OK'd for equipment usage prior to their origin and must be referred to as regular. For these programs equipment need not be requisitioned weekly.

### 2. REMOTE EQUIPMENT

Any and all remote equipment must be returned to its proper position immediately after use unless the Chief Engineer is notified of its not being returned and approves the plan.

### 3. GENERAL EQUIPMENT USAGE

Under no circumstances is anyone to learn to operate equipment unless he is completely familiar with its operation or under the supervision of an approved instructor.

### 4. AMPEX PR-10

The Ampex PR-10 is not to be generally used by anyone under any circumstances. People are exempted from this regulation for special reasons, most of which revolve around the PR-10's involvement in a particular program of theirs.

### 5. CONTROL ROOM

The Control Room being the center of activity, it should be kept free of litter at all times. This includes tapes that have already been aired and other materials of non-important nature. THE LAST MAN ON THE BOARD OF EACH BROADCAST DAY IS RESPONSIBLE FOR CAREFULLY SWEEPING OUT THE AREA IN THE CONTROL ROOM AROUND THE CONSOLE. This rule will be strictly enforced as it was last year.

### 6. STUDIO A

Our small control room is for constructive taping and origination of some programs. STUDIO A IS NOT TO BE USED FOR AUDITIONING OF RECORDS...WE HAVE AN AUDITION SYSTEM FOR THIS PURPOSE.

### 7. RESPONSIBILITY OF ENGINEERS

The engineers on the board is personally responsible for all programs getting on the air. This means that he must check ahead for all tapes to be aired, be sure a newsmen is ready for the next newsmen's, and be sure there is an announcer for station breaks and commercials. All things of this nature are the engineer's responsibility.



ENGINEERING DEPARTMENT REGULATIONS - 2 -

8. ENGINEERS ON THE AIR

An engineer is never to throw himself on the air under any circumstances. He should always get a qualified announcer for an emergency. Engineers who are OK'd for the air of course are able to give their own station breaks, etc.

9. EMERGENCIES

All engineers are responsible for reading and understanding the General and Emergency Operating procedures posted in the Control Room.

10. Engineers are always responsible for keeping a close ear tuned to 660 and should report any local transmitter failures immediately to the station or to the Chief Engineer personally.

Larry Berger '64  
Chief Engineer